

JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent Full-time ☐ Permanent Intermittent ☐ Limited-term (Temporary) Length ____ ☐ Formal Training and Development Assignment

Position Title: IT Project Manager

Classification: Staff/Sr. ISA

Location: Central

Section/Unit: Project Selection and Support

Salary Range: Varies on position

Number of Vacancies: 1

Job Description: (includes typical duties)

As part of the Project Selection and Services Unit, of the Information Technology (IT) Portfolio Management Section the incumbent serves as an IT business analyst/project lead to support the most sensitive, critical and complex IT infrastructure projects. The incumbent will direct project resources and facilitate processes related to IT project planning, execution and control. In addition, the incumbent will serve as a mentor/knowledge base for project managers throughout the department. The incumbent will consult/assist in the preparation of feasibility study reports, cost/benefit analysis, funding strategies and the analysis of budgetary and resource issues.

Required Knowledge, Skills, Abilities:

- Strong leadership and interpersonal skills to work successfully in a team environment and lead project teams
- Strong organizational skills and ability to successfully perform concurrent assignments
- Ability to exercise a high degree of initiative, analyze issues, define problems, and recommend effective solutions
- Ability to communicate verbally and in writing in a professional and persuasive manner

Desirable Experience/Qualifications:

PMP certification or project management training toward obtaining a PMP certification

Strong project management skills with the ability to manage multiple projects simultaneously

Skilled in project management methodology and applying the Project Management Body of Knowledge (PMBOK)

Experience managing project teams through the SDLC

Mail or hand deliver your application by: 11/12/08

Contact Person: Kathy Hardmeyer

Telephone Number: 845-7851

Address/Room Number: Exam Unit, PO Box 550, Sacramento CA 95812-0550 Attn: Kathy Hardmeyer

Special Instruction: **FTB Employees Hand Deliver or Route To** Kathy Hardmeyer **at M/S F-183**

"EXEMPT FROM THE FREEZE." California State Tax Compliance: As required by the department's rules of conduct, all employees of the Franchise Tax Board (FTB) must be in compliance with California Revenue and Taxation Code. During the background investigation portion of the hiring process, FTB will review return information to verify California state income tax compliance. Any failure to comply with the California Revenue and Taxation Code may prevent you from being hired at FTB. If you think you may have any potential tax compliance issues, please call 1-800-852-5711 to resolve them prior to seeking employment with FTB.

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list, or have reinstatement eligibility. **Applications will be screened and only the most qualified applicants will be interviewed.**

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.